

Governor's Interagency Coordinating Council (ICC) Meeting Minutes April 10, 2014

Attendance

Members: Karen Adamson, Andrea Bejarano Robinson, Joy Birr, Barb Dalbec, Glenace Edwall, Jessica Mattson, Cathy Nelson-Messer (via phone), Maya Nishikawa, Michele Willert, Lisa Backer (delegate for Melvin Carter), MaryAnn Marchel, Judy Swett

Staff: Kara Tempel, Kelly Monson, Jenny Moses

Guests: Judy Kelly, Becky Tennis-Hanson, Rene Arendt, Becky Crane

Introductions

Judy discussed the goal for today's meeting – to regroup ourselves in who we are as a committee.

Agenda approval

Agenda was approved as presented.

January 2014 minutes approval

Minutes were approved after a correction was made to add Mary Ann Marchel to the list of attendees.

Public Comment

Region 10 shared how they are using their funds and the fact that no carryover of funds will be allowed. They will have funds going back to MDE but they are confident that it will be used wisely by MDE to support the system.

Region 3 stated that they appreciate the communication from MDE. Their public awareness subcommittee is going strong and they are saturating their area with their brand. They are in the process of holding provider days and are somewhat surprised to learn that some providers have not heard of Help Me Grow (HMG). They are focusing on their membership to get homelessness and other public agency representatives. County board attendance is low. They have an administration subcommittee. They are collecting data across six Special Education Administrative Units (SEAU) related to consistency, referrals, timeframes and the number of kids to help to identify gaps and focus public awareness efforts.

Region 10 commented that they are similar. Childcare referrals are low and they are trying to collect information on how referral sources heard about HMG.

Region 7E shared their updates via email:

They are putting together presentation toolkits for their area service providers. The kit will include a table cover, banner, a PowerPoint presentation, a DVD and items to distribute. They are focusing on items that families in transition can take with them from place to place with the HMG logo on them. Items include sippy cups, blankets, small toys, bags, etc. We are trying to avoid items that would not be considered a priority item in a quick move.

They are finalizing a resource directory for their families and service providers which will include entrance criteria, age/income restrictions and contact info.

They are also collecting data on referral sources.

Old Business

July Minutes

Kara Tempel received no comments from members about the July meeting minutes since they were sent out again in January. A motion was made to close this issue and approve the July minutes. The motion was seconded and passed.

Legislative Committee Update

Andrea Bejarano-Robinson, chair of the legislative committee, gave an updates of the current legislative session. This is an “un-session”. There has been discussion about how to address the budget surplus. The E-12 omnibus bill covers scholarships and the home visiting program. Money was taken out of the home visiting program making it an unfunded mandate. Karen Adamson added that the Home Visiting is part of the MinneMinds bill and she shared information about the legislation.

Andrea shared that she spoke with Senator Torres-Ray who seemed to be unaware of her appointment on the ICC committee. Andrea will follow up with the senators and representatives who are appointed to the ICC.

Lisa Backer shared information on the Education omnibus bill and the impact to the Interagency Early Intervention Committees (IEICs). There is a proposal to eliminate the language requiring that a school board member be a member of each regional IEIC. IEICs can still choose to include a school board member if desired. Comments were made that it is important to have school board members on the IEICs to be a part of the process. School board members meet regionally.

Region 3 reported that the administrative subcommittee helped with their communication goal. The committee includes the chairs of their subcommittees and the chair and co-chair of the IEIC. They meet prior to the full IEIC meeting to review the agenda, give ICC and IEIC call updates and do small group work, such as update operating procedures. They take minutes at each meeting and present those to the full IEIC.

Karen Adamson asked about the IEIC Chair/co-chair calls and how they are structured. Those calls include state updates and regional sharing time. They last one hour, are held monthly and include information about National Help Me Grow (NHMG). Region 11 is working on a blog site for all of the regional IEICs to access.

The Provider Days held by Region 3 are led by the Early Childhood Special Education (ECSE) coordinator in the districts. They invite all who work with, for or on behalf of young children and their families. There are opportunities for sharing, networking, exchanging business cards, discuss IEIC goals, give presentations, developing awareness of IEICs and HMG. Attendees include county social workers, child protection staff, and financial workers, among others. Region 3 reported that they are feeling success with the current IEIC structure and that things are coming together.

Region 11 provides mini grants to child care. Contact Judy Swett for more information.

Karen Adamson expressed an interest in bringing all IEIC chairs together to an ICC meeting to share all of the good work they are doing. She is impressed by the quality of their leadership. A suggestion was made to open the annual IEIC workshop up to all ICC members.

Cathy Nelson-Messer shared that she is on the child find committee for her regional IEIC. They are targeting mental health as a point of referral. They have held one event so far and three more are scheduled. Early childhood mental health providers and infant mental health credential personnel are getting together to talk to child care providers. Their public awareness committee contracted with someone with marketing experience to target doctors and to give a general awareness of child find in the community.

There was a discussion about the ICC having input into legislation that MDE is going to be going forward. This would need to be on the April or July agenda to be in time for the internal MDE deadlines. It could be a standing item for the July meeting but the ICC also has to have the necessary information to make proposal recommendations.

Action: Include legislative issues/priorities as a standing agenda item for the July ICC meeting.

Andrea suggested setting up a closed group to gather legislative concerns and requested additional people to join the legislative committee.

There was discussion about increased reimbursement to school districts and tax credits for tutoring included in this legislative session.

Action: Judy will send the information to Kara to send out to the committee.

Barb Dalbec shared Minnesota Department of Health (MDH) legislative updates regarding blood spots from newborn screening. The proposal is to store it up to age 18 and obtain permission from parents to use the blood spots. Barb will get the bill number. There is also language to sunset the Autism Task Force – the state agencies would continue the work that the task force has started.

State Updates

Hearing Screening Guidelines

Kara shared the [Guidelines for Hearing Screening After the Newborn Period to Kindergarten Age](#) document developed by MDH in collaboration with MDE. Jessica Mattson asked if there was a companion document for parents. There was discussion held about the document and its impact on Part C. Maya pointed out that districts are currently collecting data specific to children with hearing loss.

The data sharing agreement between MDE and MDH's Early Hearing Detection and Intervention (EHDI) program has finally been approved and signed. Barb Dalbec stated that the next step for MDH is to develop a registry for children birth to age three who are at risk of hearing loss.

Action: Kara Tempel will Invite Kathy Anderson or someone from MDH's EHDI program to come to the July meeting to talk more about the document and the expectations around it.

IEIC Evaluation

Kelly Monson updated the ICC on the status of initiating the summative evaluation of the IEIC restructuring. Kelly has already talked with Kirby Pitman of Management, Analysis and Development (MAD) and a small team at MDE will be meeting to discuss the plan moving forward. We will need to do an interagency agreement with MAD. A motion was made to have MAD come to the July meeting to give the ICC opportunity to give input for the design of the evaluation questions. The motion was seconded and approved.

Action: A representative from MAD will attend the July ICC meeting to discuss the development of the summative evaluation.

National Help Me Grow Forum

A summit was held in Florida for NHMG affiliate states and those states who have initiated the process. Representatives from the Office of Early Learning, MDE, MDH and the Department of Human Services (DHS), including a Tribal representative, attended the forum. Every state is implementing this national system differently. Minnesota is most similar to Michigan and Connecticut. Kelly gave an update of the status of the contract with NHMG and stated that she is optimistic that we will be moving forward. The staff at NHMG are involved in a lot of Federal conversations now. On the first day of the forum Kelly had the opportunity to go on a tour of Miami Dade County 211. The next step is to establish a leadership team. Kelly reviewed the list of recommended representatives for the committee. ICC members asked about health plans and private business partners. There will be a core leadership team with subcommittees. The ICC will be included in discussions as we move forward and the take away should be that this is likely to happen. The next blog post on the NHMG site will be about Minnesota and cultural diversity and outreach.

The ICC engaged in a discussion about other ways to reach diverse communities. Andrea stated that the person who a community identifies as a leader needs to be included in the discussions for that community.

The IEIC chair call in May will include a conversation with Catherine Wright from Children's Mental Health at DHS. In June, Marcie Jeffries will be participating to share information about a teen parent effort.

State Systemic Improvement Plan (SSIP)

Lisa Backer gave a brief update on the SSIP, which will replace the current State Performance Plan (SPP)/Annual Performance Report (APR). We will not be changing our outcomes but we will be able to reset our targets with the SSIP. The SSIP involves three phases.

Inspire Action

Lisa gave a brief update on Inspire Action, which is a new framework to address quality at the local level. "Rock polisher" districts are trying out the self-assessment tool and the process is following the Active Implementation concept. More information about Active Implementation can be found on the [Active Implementation Hub website](#).

Early Childhood Technical Assistance (ECTA) Center Technical Assistance Project

Minnesota was selected to receive targeted technical assistance related to child engagement capacity building. States needed to have a lot already in place to apply and Minnesota was the only applicant. The project involves a cross agency team and it follows the concept of Active Implementation. It involves a cohort of trainers and implementers and will look at how to embed child engagement into existing innovations.

Action Item: Include an overview discussion of Active Implementation on the agenda for the July meeting.

Grounding Activity for the Afternoon

Judy led a discussion about how to make the work of the ICC meaningful and productive. In the afternoon the ICC will talk about the vision statement as well as responsibilities. She suggested that we create a task force to meet and create a mission statement to bring to the July meeting.

MDH Update

Barb Dalbec stated that she has information that she will send to Kara for distribution to the rest of the committee.

Discussed [Watch Me Thrive](#). Minnesota is ahead when it comes to this initiative.

Barb shared information on the Title V block grant. There is a needs assessment every five years. They will be starting that process soon with input from other stakeholders. It will be submitted by July 2015.

Barb reviewed current Legislative activities: Autism and the Somali community; Feasibility of an autism surveillance system; [Somali Symposium](#) about dispelling autism myths will be held on April 24th. Barb will send the link to Kara (Kara sent out the link on 4/14/14).

Barb shared that they are looking at things through the lens of Health Equity – they are looking at how to engage the community and are seeking input at every point.

DHS Update

Glenace shared some information from a Harris Forum that she attended and stated that there are implications at the Children's Cabinet level. Dr. Slade was the speaker. They discussed Nurse Family Partnership and infant-parent psychotherapy. For once, the money is not the problem to this being implemented. They are now looking at how to implement it in Minnesota.

Afternoon ICC activity

Judy share with the ICC that we would like to take some time to discuss what we want to accomplish as a council.

Judy reviewed mission statement that was approved in July 2012.

Why do we do what we do? The Office of Early Learning has a new statement that was developed by the OEL supervisors' group – Lisa Backer reviewed it.

There was a suggestion made to have the mission statement posted at every meeting so we stay grounded in our tasks.

Judy requested others join her on a task force or work group to come up with a new proposed mission statement that could be reviewed at the retreat and voted on at the July meeting. This group would not have to meet in person.

Action: Let Judy know as soon as possible (by April 11) if this is something you would like to take on.

Judy asked for ideas that folks may have right now. Do we need a vision and mission statement or is a mission statement enough? Is the vision incorporated into the mission statement?

Why do we do what we do?

- Empowering families and professionals to work collaboratively; empowering families to advocate for themselves.
- Developing workforce, developing tomorrow's leaders, professionals, partnerships.
- Compiling a list of resources, human and fiscal, and identifying what they are.
- Advocating to the commissioner and for the causes for families and children under the age of 5.
- Best practices
- Best outcomes for children through early intervention.

Committee membership: Michele Willert and Judy Swett. Kara sent out an email on April 14, 2014 to see if anyone else was interested. Judy is also compiling a list of mission statements from other ICCs. Roxanne, Tim and Michele did some work on this in the past.

The ICC discussed the following for a type of mission statement: "We believe a system that delivers high quality services to children and families makes a difference and the ICC, through the following activities, will..." (Include key action items).

Responsibilities

Judy read from IDEA section 641 of the federal ICC statute.

Charge goes broader than the children who are eligible and includes children who are at risk.

Judy referenced the MNSIC chart which covers the different groups, but it is not all of it. Do we need to have a communication link between all of those different groups? We recognize that the ICC represents a broad constituency. Expectation is that if you sit on other groups, you give updates at the ICC meeting and the council would decide if there are legislative or policy recommendations to be made.

Regionally there are other collaboratives, such as children's mental health, and other parent groups. Parent groups also get into silos, just as the professionals do.

How do people know that the ICC is meeting and that it is a public meeting? There are open meeting laws. Dates are on the MDE website but the agenda is not. It is not easy to navigate the MDE website.

Communications committee could work on how to get information out about the meetings. Judy got permission to get information out on the Pacer website about the ICC. Karen, Jessica and Dr. Moore are on the communications committee.

The Special Education Advisory Panel (SEAP) section has all members and their contact information on the website. The ICC does not have that. The appointments are public information. Is there any opposition to having that information on the website and what information? Andrea welcomed the contact information because that is how she finds out what the issues are. Name and email would be ok, along with stakeholder group that you represent. It is a responsibility that goes along with the appointment.

Andrea made a motion that we allow MDE staff to put our names, emails and represented group on the ICC webpage on the MDE website. Motion carried.

A suggestion was made to have a card that includes information about the ICC and the members to give to parents. This would be a nice task for the communications committee. Karen Adamson will take it back to the group.

Michele Willert is our representative on MNSIC and Roxanne, Barb and Glenace are on it too.

We also need a connection to the SEAP. There is some overlap in the responsibilities of these different groups. There is a vacancy in April that will be posted. A suggestion was made to meet with their chair and their MDE staff person to figure out how to get a closer connection between the two. Those meetings are public too. Andrea gets the minutes because she is a SEAP chair in her district. SEAP has an open liaison seat for the ICC. The members were asked to think if this is something they are interested in doing. It is a governor appointed seat. It is an all-day commitment to attend the meeting. The talk about special education, Part B funding, what they

do, how they can help the districts, heavy on K-12. Let Kara know if you are interested in being a part of the SEAP.

The Early Learning Council is another group that we should have a better connection to. Nancy Jost used to attend but she was not appointed as an ICC representative. We are not sure how this would work or what would be the best timing since it is an appointed seat. Can the ICC request that the Governor appoint a member of the ICC to the ELC? Turn these things into actions and not just thoughts. It was suggested that the ICC could write a letter to MDE.

Action Item: Kara will talk to Debbie Hewitt about how the best way is to proceed with the ELC. We would discuss this in July.

MDH has Maternal and Child Health and Newborn screening advisory. It is good to have a liaison but for what purpose? The executive committee felt it was important that if there is a committee that has a connection to the ICC that we are in the loop. Formalize the linkages.

Are we getting enough information from the IEICs through public comment that we do not need the ICC members to act as liaisons to the IEICs? Andrea stated that she feels she does not have a good grasp of what is going on in greater Minnesota.

Judy reviewed the responsibility chart from IEIC restructure, which will probably need to be revisited with new legislation. Can this be done at the IEIC retreat in the fall? Look at this at the summer ICC retreat? Kelly is trying to get an inventory of all of the things the IEICs have to think about for comprehensiveness, distribution, etc. This may be a future discussion of the ICC.

Expectations of ICC Members

When you applied for this position, the expectations were very clear. Read materials prior to the meeting and come prepared to discuss. Attend, actively participate and engage, communicate back to constituent groups. Do we need additional committees to be set up? In January 2013 we adopted ICC functions and operating procedures, which includes being open to serving on a committee or workgroup. Propose changing the wording to members will serve. A lot of the work of the ICC could potentially happen on committees and everyone would share in that work.

We already have the standing communication committee. They did some good work but then things get dropped. Judy proposed the idea of having a membership committee to look at vacancies on the council. Sharon Henry Blythe has submitted her application to represent homelessness but we have not heard if an appointment has been made. Look at current membership list. We also need to have the right numbers of parents in both the ICC and on the IEICs. Joint activity may be not just how to get ICC parent representatives but also work with the IEICs to help them to figure out how to do that. Current operating procedures say that only ICC members can be on ICC committees. Outside people can be on task forces. Joy commented that it is hard to attend meetings during the day when you are a parent and have a job. This is why it is important to have IEICs be a part of this discussion.

A motion was made to establish a membership committee of the ICC. Motion was seconded. Some discussion was held. We live in an age where we can do other things, record the meetings...to help all members to access the meeting. Motion carried.

Barb and Joy Birr volunteered to be on the membership committee.

Legislative committee – this could cover both state and federal issues that arise. Motion made to establish and motion was seconded. All meetings and communication would be on line if Andrea continues as the chair. Cathy Nelson-Messer would like to be on that committee. Maryann Marchel will also be on it. Glenace will participate within the limits of her role as a state agency staff.

Other things that the ICC should focus on:

SSIP statewide infrastructure, personnel and statewide workforce issues. Use the SSIP as a framework. Phase 1 analysis moves into Phase 2 planning.

More homework may be required by members than before.

Do the service coordination modules need to be looked at again because Judy is hearing that things are not going as they should. Do we need to relook at them from the children's mental health lens? How do we make it so the service coordinators feel that they can make the necessary referrals without negative backlash from directors? Should there be a small workgroup around barriers to getting young kids into high quality mental health services? Glenace would be interested in that workgroup if it is formed. Need to think about parents too. Parents might not know to ask the service coordinator about mental health resources. Region 10 made a comment that in Goodhue county they have an early childhood education social worker (ECE SW) who goes out with the service coordinator on the initial visit. Teachers are uncomfortable talking about mental health issues which is why it is nice to have the ECE SW on visits. She brings resources to the initial visit. The position is funded through the special education cooperative and social services. Her role is to give resources.

Need to address the gaps of families getting what they need. Also need to understand the process of how to access those services. Should there be in-services held going forward?

Judy distributed a sheet that details all of the federal funds that go into special education.

Dave Hartford resigned his position as assistant commissioner at DHS.

Early Childhood Summer Institute is scheduled for June 11 and 12 at St. John's University. Attendees choose and stick with one topic for the entire two days. There are new sessions this year – Family Guided Routines Based Intervention (FGRBI). The Summer Institute brings teams from different parts of Minnesota together as well as professionals across disciplines.

During the meeting, Kelly Monson received the official word that we will be moving forward with NHMG and will be initiating the technical assistance contract.

Karen Adamson discussed screening at age 3; develop panel to understand some of the barriers. Developed a card in English and Spanish for families that have been through something traumatic for fire and police to hand out and numbers they can call if there are concerns about what kids may have witnessed. This card fits in their pockets.

Judy asked if members were interested in having a June retreat. We have a lot of work to do so it would be a good idea.

Action Item: Tuesday June 24th is the date of the annual ICC retreat – Kara will look for a room and send out a save the date. 8:30-3.

July agenda items

- EHDl
- MAD and the IEIC Evaluation
- Michelle Dockter to talk about Implementation Science
- Legislative Issues and Priorities
- Data Conference – decision to send co-chair

IDEA Leadership Conference

The IDEA leadership conference is not being held this year but there is a data conference. The chair and co-chair have been sent to the leadership conference by ICC. The annual meeting is being held at the Data and Outcomes Conference with separate pre-meetings for specific groups. There was a recommendation to send co-chair to that meeting in September (Judy is funded to attend by Pacer). Motion made and seconded. Lisa suggested we wait for the agenda to come out to see if it is defensible. This item will wait til July – we could even talk about it in June at the retreat.

Meeting adjourned

Next meeting: July 10, 2014; MDE Conference Center A, CC 13

ICC Summer Retreat: June 24, 2014; 8:30-3; Location to be determined

Future Meetings: Ongoing meeting will be the second Thursday of the month, quarterly, in January, April, July and October.

July 10, 2014

October 9, 2014

January 8, 2015

April 9, 2015

July 9, 2015